



Employment Opportunity for Vietnamese National CCNPSC Announcement #02/03

USAID/Vietnam Country Program Office

The United States Agency for International Development (USAID) in Hanoi, Vietnam is seeking applications for the position listed below.

Development Assistance Assistant for Humanitarian Assistance (HA) in the USAID/Vietnam Country Program Office

Salary Range: The full performance Grade Level, FSN-9, plus other benefits.

Minimum Qualifications: Possession of a University/College Degree (i.e. Bachelors Degree) in the field of Social Work, Education, Public Health, Nursing, Medicine, Health Sciences & Administration or a related field is required. Further advanced Degree (Masters, PHD, or MD) in a public Health, social work, education or related field is preferred. Fluent/Strong written and oral proficiency (Level 4) in both English and Vietnamese is required. A minimum of five (5) years in progressively more responsible positions in the field of disabilities and/or development with at least three (3) or more years of this experience with a U.S. Government Agency or other international/ local organizations or donor. Prior experience and technical or policy-related knowledge in disabilities, education or social work is required.

Salary and benefits will comply with the U.S. Mission's Local Compensation Plan and Benefits package. Salary Range is commensurate with salary history, qualifications and relevant work experience of the applicant.

Interested applicants must collect an application package (**in person**) consisting of a detailed position description, employment application form and information detailing the required education, experience and duties for this position at the Security Desk, 2nd Floor, Rose Garden Building, 6 Ngoc Khanh Street, Hanoi. Individuals who submitted applications to USAID Vietnam Country Program Office for any previously advertised positions must re-apply to be considered for this position. **Telephone calls or individual appointments will not be accepted. Only applicants who have been short-listed by the Selection Committee will be contacted, either by telephone or mail.**

All completed applications (consisting of a cover letter, completed Application Form OF-174 with the recent photo and a resumé/CV) must be returned to the Security Desk, 2nd Floor, Rose Garden Building, 6 Ngoc Khanh Street, Hanoi in the original brown (12" x 9") application package envelope by 4:00 p.m. Thursday, May 1, 2003. **The returned application package must be sealed and deposited in the Application Drop Box next to the Security Desk, no later than 4:00 PM, Thursday, May 1, 2003. Late applications will not be accepted.**



**COOPERATING COUNTRY NATIONAL
PERSONAL SERVICES CONTRACT (CCNPSC)**

POSITION VACANCY

**DEVELOPMENT ASSISTANCE ASSISTANT FOR
HUMANITARIAN ASSISTANCE (HA)
POSITION NUMBER VIETNAM-009**

DUTIES AND RESPONSIBILITIES:

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QUALIFICATIONS:

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COMPENSATION:

The total compensation for this position at the FSN-9 Grade Level consists of: Base salary, TET Bonus, Benefit Allowance, Retirement Pension, Annual Special Work Conditions Allowance, and social medical benefits.

The extent of post entry training required by the candidate, his/her prior work experience and proven salary history will be considered by the Executive Officer when determining an appropriate offer. Salary and Benefits will comply with the U.S. Embassy, Hanoi's Local Compensation Plan and benefits package.

CONDITIONS OF EMPLOYMENT:

- The selected applicant will be required to pass a Medical Examination and a required Security Background and Local Police Check prior to employment. These will be conducted at the expense of the U.S. Government.
- Reference checks will be conducted.

PERIOD OF PERFORMANCE:

It is anticipated that there will be a continuing requirement for this position. The initial contract, however, will be written for two years (24 months) and extended thereafter depending on the continuing need of the position, availability of funds and overall job performance.

PLACE OF PERFORMANCE:

USAID Vietnam Country Program Office, 3rd Floor, Rose Garden Building, 6 Ngoc Khanh Street, Hanoi, Vietnam.

PRE-EMPLOYMENT TESTS:

Prior to the interview process, applicants who have been short-listed will be required to take Pre-employment Examinations.

SUBMISSION OF APPLICATION:

A. Completed Application Packages Must Contain All of the Following:

1. Completed original "Application for Employment, United States Agency for International Development" Form -OF174, which must include a photograph taken within the past 12 months;
2. Letter of Interest clearly indicating the position for which you are applying;
3. Up To Date Resumé/CV

INCOMPLETE APPLICATION PACKAGES WILL NOT BE CONSIDERED

Making a false statement on your application or during the recruitment/selection process is cause for disqualification. Discovery of such a falsification subsequent to your employment will serve as grounds for immediate dismissal.

- B.** Individuals who are applying for more than one position must submit, under separate cover, a completed application package for each position.

C. Completed application packages must be hand delivered to the following address:

POSITION: DEVELOPMENT ASSISTANCE ASSISTANT – HUMANITARIAN ASSISTANCE
Security Desk
2nd Floor, Rose Garden Building
6 Ngoc Khanh Street
Hanoi, Vietnam

DEADLINE:

Completed Applications must be returned to the Security Desk, 2nd Floor, Rose Garden Building, 6 Ngoc Khanh Street, Hanoi in the original brown (12" x 9") application package envelope. There will be a completed **Application Drop Box** located next to the Security Desk. **The returned application package must be sealed and deposited in the Application Drop Box, no later than 4:00 PM, Thursday, May 1, 2003. Please note that late applications will not be accepted.**

ONLY APPLICANTS WHO HAVE BEEN SHORTLISTED BY THE SELECTION COMMITTEE WILL BE CONTACTED, EITHER BY TELEPHONE OR MAIL.

BACKGROUND INFORMATION

USAID/Vietnam: The USAID/Cambodia mission for the Mekong Region is responsible for the development and management of the U.S. Government's assistance program for Thailand, Laos, Burma, Cambodia and Vietnam. Under the jurisdiction of the Cambodia Mission, the Vietnam program office has three strategic goals: Enhanced environment for trade and investment, Improved access to services for selected vulnerable groups, and Improved sustainable urban/industrial environmental management. The programs of the strategic goal on improved access to services for selected vulnerable groups focus on four main areas 1) HIV/AIDS – which covers a wide range of HIV/AIDS prevention, care and support and mitigation activities; 2) Disabilities – which covers a diverse range of programs serving people with disabilities including policy, advocacy, training for the provision of prosthetics and orthotics, and inclusive education; 3) Disaster Mitigation – which covers both emergency disaster relief and national level mitigation programs through support to the United Nations Development Program and the Ministry of Agriculture and Rural Development; and 4) Anti-Trafficking – which supports the International Organization on Migration in providing rehabilitative services to women and children rescued from trafficking. The USAID Vietnam program categorizes the disabilities, disaster mitigation and anti-trafficking programs as: Humanitarian Assistance, while the HIV/AIDS and related health programs fall under the title: Health.

MAJOR DUTIES AND RESPONSIBILITIES: 100%

The duties and responsibilities of the Development Assistance Assistant will include, but are not limited to the following:

A. ACTIVITY MANAGEMENT AND STRATEGIC OBJECTIVE ATTAINMENT RESPONSIBILITIES:

Humanitarian Assistance Programs Technical Assistance: The incumbent will take an assisting role in providing the programmatic and technical support for these activities. To fulfill this responsibility, s/he will collect input from the USPSC Health and Humanitarian Program Manager. The incumbent will maintain current knowledge and information on disabilities-related programs in addition to current knowledge on disaster relief and mitigation, and trafficking in persons in Vietnam. The incumbent will cooperate with the Humanitarian Assistance-related cooperating agencies and the USPSC Health and Humanitarian Program Manager to monitor their yearly workplans and will provide suggestions on the details of implementation of these workplans.

Humanitarian Assistance-Specific Partner Communications and Liaison: The incumbent will be the secondary liaison with Humanitarian Assistance-specific partners on behalf of USAID/Vietnam. To fulfill this responsibility, s/he will help to facilitate communications amongst and between USAID/Vietnam's cooperating agencies and their local partners in a timely manner. These communications will be carried out in English and/or Vietnamese as the situation requires. Communication can be in person, by phone, or in writing. The purpose of contact will be: 1) to maintain dialogue in support of Humanitarian Assistance issues; 2) to maintain regular communications regarding the timely management of activity functions and procedures; 3) to collect, obtain, and verify factual information pertaining to program/project planning and implementation (e.g. statistics, activity progress reports, and proposals); 4) to assist in the monitoring and evaluation of existing activities in disabilities, disaster mitigation and trafficking in persons.

Official Relations: The incumbent will be required to help maintain a productive professional relationship with the following parties: USAID/Vietnam employees, Regional Mission employees (e.g., USAID/Cambodia, USAID/Mekong region country offices, cooperating agencies and their local partners); local government health officials at the Senior Minister level and lower – such as the Minister of Health and Secretaries of State, USAID/Washington's Bureau for Global Health and the Office for Foreign Disaster Assistance, and the general public.

Monitoring & Evaluation: The incumbent will also take a supporting role in the regular monitoring and evaluation of Humanitarian Assistance partner activities.

The incumbent will help to collect quarterly and annual programmatic and financial reports from Humanitarian Assistance program partners. S/he will assist in the review of these reports and will pay particular attention to the data pertaining directly to activity indicators and to financial indicators (e.g., expenditures, burn rate/pipeline analysis and congruity of expenditures against activities, need for incremental funding). The incumbent will work closely with the USPSC Health and Humanitarian Program and the Regional Mission Office of Financial Management to review and assess monthly accrual reports by learning the accrual spreadsheet format and by cross-checking data.

Performance Monitoring Plan: The incumbent will contribute to data collection and synthesis for USAID/Vietnam's Annual Report and other performance monitoring plans, in conjunction with the USPSC Health and Humanitarian Program Manager and the USPSC Country Program Manager. To fulfill this task, the incumbent's duties/responsibilities will include but are not limited to: 1) tracking the collection of disabilities-related performance data; this data will come from numerous sources such as USAID/Vietnam's cooperating agencies, local partners, and other international organizations; 2) preparing inventories of current indicators, information collected, and information still needed; 3) devising more efficient methods for collecting information, 4) verifying that the data is verifiable and accurate; and 5) determining that the information gathered is in accordance with the indicators of the annual report and related performance monitoring plans. The incumbent will use Humanitarian Assistance partner reports to contribute quantitative and qualitative input into the Mission's Annual Report.

B. USAID/VIETNAM – ADDITIONAL PROJECT SUPPORT:

Under the direction of the USPSC Country Program Manager and the USPSC Health and Humanitarian Program Manager, the incumbent will provide support to USAID/Vietnam in a wide variety of assigned tasks which will require the incumbent's unique skill set. As requested, s/he will serve as a member of Mission teams responsible for guiding the development, implementation, and evaluation of USAID assistance. This can include but is not limited to: 1) monitoring selected components of complex humanitarian assistance activities in order to provide recommendations to the program manager; 2) serving as the Humanitarian Assistance Area member on selected Mission Teams which impact the sector; 3) following up with the other Program Assistants on project support activities; 4) preparing initial drafts of activity documents (such as scopes of work, briefing papers); 5) drafting and finalizing project-related correspondence and documents for signature by the USPSC Health and Humanitarian Program Manager or for the appropriate USAID staff; 6) contributing to the USAID/Vietnam annual and semiannual performance reviews on project objectives and methodology paying particular to the necessary inputs and expected results covering

economic, social, cultural, and technical factors; 7) drafting technical justifications for new activities and for changes to on-going programs, objectives, activities or indicators; 8) maintaining contact and dialogue with high ranking government health officials, donor organizations, as well as nongovernmental organizations (NGO) based on guidance from the USPSC Health and Humanitarian Program Manager; and 9) organizing donor coordination events in support of project activities.

REQUIRED/PREFERED QUALIFICATIONS

a. Education: Possession of a University/College Degree (i.e. Bachelors Degree) in the field of Social Work, Education, Public Health, Nursing, Medicine, Health Sciences & Administration or a related field is required. Possession of an advanced Degree (Masters, PHD, or MD) in a public health, social work, education or related field is preferred.

b. Prior Work Experience: The incumbent is required to have worked a minimum of five years (5) in progressively more responsible positions in the field of disabilities and/or development with at least three (3) or more years of this experience with a U.S. Government Agency or other international/local organization or donor. Prior experience and technical or policy-related knowledge in disabilities, education or social work is required.

c. Post Entry Training: The incumbent will be expected to possess the necessary technical training and skills required to perform the duties/responsibilities required of the position. Post entry training will be focused primarily on the Agency's established policies, procedures and regulations that govern: 1) USAID-specific Cognizant Technical Officer responsibilities/duties; 2) USAID-specific activity management and procurement systems; and 3) USAID-sponsored training in Project Design and Activity Management. In addition, the incumbent will be required to work within the existing office structure. Organized/formal training (both internal & external) may be provided from time to time depending on the availability of Program funds and determined to be in direct support of program activities.

d. Language Proficiency: Level IV, strong written and oral proficiency in English is required. Level V (Native Speaker) in Vietnamese is also required. Given the nature of the position, effective written and oral communications are absolutely critical to perform successfully in this position. Incumbent must be able to communicate effectively and accurately with 1) all categories of Mission employees; 2) local government health officials at the Senior Minister level and lower; 3) numerous international and local health organizations, donors and other embassies; 4) the USAID-Washington based Global Health Bureau, the Office for Foreign Disaster Assistance; and 5) the general public. The incumbent is required to be able to prepare briefing documents (as/when required) including participation in the drafting of annual Technical, Programmatic and Fiscal reports. The incumbent must also be able to prepare reports, correspondence, and documents in a professional and competent manner requiring little or no editorial changes (in English).

e. Knowledge: A comprehensive knowledge of the concepts, principles, techniques and practices of disabilities-related programs is required. Knowledge and understanding of the Vietnamese Health and Education Systems and the appropriate government and non-government entities is critical to the successful performance of the duties assigned to this position and therefore, required. In addition, the incumbent should have a good understanding of vocational training for people with disabilities, disabilities-related policy and advocacy, and networking.

f. Skills and Abilities: The incumbent is required to be able to: 1) obtain, analyze, and evaluate a variety of data; 2) organize and present technical information in concise written and oral form; 3) plan, develop, manage and evaluate important and complex programs independently; 4) furnish information and advice in assigned areas objectively; 5) follow oral instructions, and organize, prioritize and follow through on all assignments with minimal oversight; 6) type accurately; 7) edit documents, 8) focus on details; and 9) demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (i.e. Microsoft Office, Excel, PowerPoint, etc.). The incumbent must also have the ability to maintain contacts at all levels of the host government(s) (i.e., from the community level to the Ministerial) and with stakeholders in the non-governmental arena in order to explain USAID humanitarian assistance-specific project/program policies, objectives and procedures. In the same vein, the incumbent must be able to transmit and interpret host country government and non-governmental sector program-related concerns to senior USAID officials and Mission Management. The incumbent must also have demonstrated potential to acquire knowledge of U.S. Government legislation relating to humanitarian and development assistance; USAID programming policies, regulations, procedures, and documentation; and a thorough understanding of the objectives, methodology, and status of USAID/Vietnam's overall Strategic Objectives. The incumbent must also have excellent interpersonal skills in order to: 1) facilitate productive professional relationships with other members of the USAID team, with USAID/Vietnam's implementing partners, and with national counterparts; 2) work calmly, tactfully and effectively under pressure; 3) demonstrate extreme flexibility; 4) effectively manage more than one activity at a time in the performance of Humanitarian Assistance Project(s) management; and 4) work effectively as a team member in an established culturally diverse team environment. The incumbent must be willing and able to travel extensively throughout Vietnam and the Mekong Region as/when necessary or requested in direct support of USAID/Vietnam and regional program Strategic Objectives and Goals.

g. Physical Condition: The incumbent must pass a required physical examination; be in good physical condition, willing and able to travel within Vietnam and regionally by car, boat and plane for extended periods of time, as requested or necessary.